Form: AR-50-71

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE 1

November 20, 1972	MSTRUCTIONS See ex	sparate instructions j									
2 Agency Application No.	nd forward to Department	nt of Archives and His	· ·	DEC 8 1972	2 42	/ DEC	1 2 18	372.			
3 AGENCY, Division, Subdivision & Ada				Person to Contact			استرکنسی،				
J.		•••	. "	•		Iw.	21				
Georgia Department of Agriculture . George Seaton 77											
Consumer Protection - Egg Section											
19 Hunter St. S.W.			Ī	. Working Title		6.10	1. #0.				
Atlanta, Georgia 303	334			irector			656-2	3627			
7.ACTION REQUESTED											
ESTABLISH DISPOSITION STANDARD; DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.											
8. Earliest & Latest	9. Exact Series	Title									
Dates of Series											
1956 to Date	1 DEC CAIR	ater a certif	icace files								
What is the function of the office in which this record series is created?											
The Egg Section administers the Georgia Egg Marketing Laws providing for the Licensing											
of Egg Candlers and Egg Buyers, and Bonding Egg Buyers. It receives applications for egg											
								,			
certificates and issues egg certificates; inspects eggs and egg handling facilities; receives applications for Egg Candlers, administers tests, and issues licenses when qualified;											
Receives applications	for Agricult	ure Dealers (Eggs) produ	icts Bonds fo	or all	hiivere	of	-1			
Georgia Eggs, receive	es and acknowl	edges the rec	ent of bond	d. and then m	nails e	aa cer	tifiat4	25			
and egg buyers licens											
for causes; and issue											
withhold from sale wh				ion approprie		-0104					
		· · /									
11. This file contains the following documents (include form numbers and titles, if any,											
and file arrangement)).										
						_	_				
Decuments relating to	the permanent	authorization	of persons	s to candle a	and/or	ق ق		•			
grade eggs	s in Georgia.		F		, 01	#	·	- 1			
\$ 9.0 00 0. 000							3.7	•			
Includes the written examination and a copy of the Candler's Certificate											
which identifies the candler by name and certificate number.											
*The file is arranged in ascending order by certificate number.											
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						75=					
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 * ·	4.00 m t /	au auminà an	D::					_			
	ATTA	CH SAMPLES OF	THE FILE								
12. водутемент осспетво	No. of Dravers	Cu. Ft. of Percris			No. of	Dravers	Cu. Pt. o	f Records			
Letter-size File Drawers		1.5	ABRUAL RATE	OF ACCUMULATION							
Action - size File Drawers	1					3	N - 2				
Tagalina Pilla Parana			Fioor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)						
Legal-sire File Drawers	<u> </u>		. 100. Space Occa	ihred (Secret Leef)							
			\$,		This	Last	Preceding				
•			lata table	•	Year's	Year's	Year's	Years'			
	1		AVERAGE DA	TIV DEFERENCES		1 .	I '	1			
				TOT DELEMENT 60	1 1	1	1	. 1			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain		A10			
13. Is this the Record Copy of the series?	YËS [_X]	ОИ []			
1^{l_4} . Is there a duplication of this series in another office or agency?					
15. Is the information contained in this series ever summarized or published?	[]	(_x)			
Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling?	[]	[_X]			
17. Does the series initiate, amend or terminate agency policies and procedures?	[]	[_X]			
18. Could the function be performed if the files were lost or destroyed?					
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?					
20. Does the record series provide data as input to an EDP file?					
21. Does the record series contain documentation produced as EDP printout?	[]	[_k]			
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	. []	[_K]			
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[_X]	[]			
24. REQUIREMENTS. The following requires the files to be kept Indefinite years:					
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[]ADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VALU (Cite Law, Statute, or other reason for the retention requirement)					
Licensed issued to individual is permanent.					
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -***]OTHER See Below					
[] Hold in the current files areamonth(s)/year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s):	<u>.</u>			
Destroy.					
Destroy immediately after cut-off.					
Hold Candler's License in active files until notified that candler is not longer li	ving:				
then, withdraw license from the active files, and place thelicense in the inactive	files.				
Cut off inactive files at the end of each calendar year; hold in current files are then, destroy.	aı y	ear;			
(Indicate briefly rationale for recommendations above/or write additional remar	ks) <u>:</u>	-			
Records Management Officer (Signature) Date 11/21/72 OTHER REQUIRED SIGNATURES	DA	TE			
26. Recommendations Agency Head/Designee in paragraph 25 Approved [] Disapproved Ellis D. Sikus	11/2	1/72			
are: State Auditor/Designee [] Approved [] Disapproved [] Julian M. M. M.	12 -11	1-72			
STATE RECORDS Secretary of State/Designee Carroll Hard	12-8	-72			
Attorney General/Designee	17.	272			